



ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529
www.alamedaca.gov/recreation
Email – ARPD@alamedaca.gov
Office hours Monday – Thursday
8:00 am – 6:00 pm

ALBERT H. DEWITT OFFICERS' CLUB (O'Club) 641 West Redline Ave., Alameda, CA 94501

1. All requests must be made in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, during regular business hours.
2. Requests will not be accepted less than 14 days prior to the event.
3. Proof of residency is required, a current utility bill.
4. Payment may be made by cash, cashier's check, money order, personal check, or VISA/MasterCard/Discover. Please make checks payable to ARPD. A refundable cleaning and security deposit of \$500, or \$750 (if serving alcohol), is required at the time of booking. Final remaining balance must be paid in full 14 days prior to your event.
5. **All fees, insurance, and paperwork are due 14 days before event.** If not received 14 days prior to event half of deposit will be forfeited. If received less than 7 days prior to event full deposit will be forfeited. This is stated on permit, and on client checklist.
6. Permits will be issued to adults (21 and over) with a four-hour minimum for all events. Set-up and clean-up of the kitchen is the responsibility of the individual group or caterer and the time will be included in the total of time of the permit. Set-up and cleaning time must be included in reservation time.
7. Rentals for events for persons under 21 years of age require 1 adult per 10 youth for supervision.
8. Administration fee of \$15 is required for each permit change to permit within 30 days of event. No changes will be allowed after 14 days prior to event.
9. **Cancellations:** More than 61 days \$15 administration fee and full refund.
60-31 days prior to event will forfeit half of security deposit.
30-15 days prior of event, forfeit full deposit.
Less than 14 days forfeit full deposit and any fees paid.
Deposits/refunds may take up to 30 days to process.
10. An ARPD staff person will be assigned fifteen (15) minutes prior to the permit time and will be in charge of the facility during the entire permit time. No entry allowed prior to event time.
11. All plans for decoration must be approved by the ARPD prior to installation and it must be removed at the end of the permit time. At no time shall any nails, tacks, staples, electrical tape or marring materials be used or attached to walls or fixtures of any facility. NO GLITTER, CONFETTI, SMOKE OR FOG MACHINES, CANDLES OR OPEN FLAMES TO BE USED INSIDE THE BUILDING. YOU MAY NOT COOK IN THE BUILDING WITH OUTSIDE EQUIPMENT.

12. Smoking is not permitted inside the building, or within 20 feet of building
13. Music must be concluded at 11:00 p.m. - Monday through Thursday; 12:00 midnight -Friday, Saturday and Sunday. Sound may not exceed noise levels as specified in City of Alameda Municipal Code.
14. ARPD does not offer an in-house caterer. There is a kitchen available to heat/warm food only. There are two large ovens for warming food only, there are no burners.
15. Vendor Insurance: A copy of the caterer's insurance, or any outside vendor, is due 14 days prior to your event. The Certificate of Liability insurance listing the City of Alameda as additional insured for \$1 million must include endorsements.
16. The set-up diagrams and any other forms/paperwork (alcohol permit, vendor liability insurance, fees, etc.) must be submitted 14 days prior to your event to avoid penalties, see 5.
17. Crab Feeds: An additional \$250 NON-REFUNDABLE cleaning fee will be charged.
18. **Alcohol Permits:** A Certificate of Liability is required to have alcohol on the premises. This is an online process the client must obtain at least 14 days prior to the event.

THE CITY OF ALAMEDA REQUIRES ADDITIONAL INSURANCE BE OBTAINED WHEN ALCOHOL IS BEING SERVED. Alcohol shall not be consumed outside of the building, on any public street, sidewalk, or right-of-way. If you are selling alcohol at the event or if the event is for someone under 21 years of age, additional Liquor Liability must be purchased.

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|----------------|-------------------|---|
| Group A | Priority 1 | <u>City / Government</u> Any and all City and local government sponsored functions and/or activities |
| Group B | Priority 2 | <u>Alameda Unified School District</u> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration. |
| Group C | Priority 3 | <u>Alameda Non-Profit Groups</u> All groups (Alameda based and/or majority membership Alameda residents). Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc. |
| Group D | Priority 4 | <u>Private Alameda Resident</u> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed. |
| Group E | Priority 5 | <u>Non-Residents and Non-Alameda Non-Profit Groups</u> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed. |
| Group F | Priority 6 | <u>Commercial Business</u> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. |

| ROOM/ OCCUPANCY | GROUP A | GROUP B | GROUP C | GROUP D | GROUP E | GROUP F | KITCHEN USE FEE |
|-------------------------------|--|---------------------|----------------------------------|----------------------|----------------------|----------------------|--------------------|
| MAIN 250-300 max | \$25 per hour | \$75 per hour | \$115 per hour | \$150 per hour | \$175 per hour | \$200 per hour | \$150 |
| TRIDENT 120-200 max | \$25 per hour | \$65 per hour | \$100 per hour | \$125 per hour | \$150 per hour | \$175 per hour | \$150 |
| TERRACE 90-110 max | \$25 per hour | \$55 per hour | \$80 per hour | \$100 per hour | \$125 per hour | \$150 per hour | \$150 |
| SQUADRON 30-50 max | \$25 per hour | \$50 per hour | \$50 per hour | \$50 per hour | \$75 per hour | \$100 per hour | \$150 |
| Garden | Set-Up | \$250 | Must accompany other room rental | | | | n/a |
| Main Patio | Set-Up | \$250 | Must accompany other room rental | | | | n/a |
| Holidays | All Holiday Rentals, add 15% per hour | | | | | | +15% |
| Crab Feeds | Additional Non-Refundable Cleaning Fee | | | | | | \$250 |
| Kitchen Use | Flat \$150 per event | | | | | | \$150 |
| Admin Fee | \$15 for each transaction, 30-15 days before event | | | | | | \$15 |
| Alcohol Permit* | This is an online process in addition to our fees | | | | | | Approx.\$125 |
| Cancellations | Please refer to item #9 on page 1 – fees may apply | | | | | | |

IMPORTANT: Failure to follow policies and procedures, to obtain necessary permits and/or damage to any facilities will result in forfeiture of security deposit. Additional fees may apply. If for any reason our staff needs to contact the Police Department during your event this will result in forfeiture of your security deposit.

The City of Alameda, Alameda Recreation and Park Department is not responsible for lost or stolen items. Please make sure all your belongings are with you when you leave the building.

*Alcohol Permits, or a Certificate of Liability for serving alcohol at your party is obtained by client through an online process. The City of Alameda does not collect this fee and has no knowledge when these fees change.